

Job Description



Position Title: Housekeeper
Department: Housekeeping
Reports Directly To: Housekeeping Manager
Reports Indirectly To: Weekend Team Leader
Directly Supervises: N/A
Indirectly Supervises: N/A

Location: NorthBay Education Inc.
FLSA Status: Non-Exempt
Grade:
Job Code:
Approved Date: 08/24/2012

SUMMARY: Cleaning of all public areas, apartments, lobbies, cabins, bunk rooms, & Kestrel hotel rooms as well as doing laundry in between as requested and scheduled through the work order system and assist with common area housekeeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Clean all bathrooms including counters, mirrors, sinks, lavatories and fixtures in apartment and common areas.
2. Vacuum carpeted areas and mop floors.
3. Spot clean walls and windows.
4. Dust furniture and empty trashcans.
5. Clean baseboards, pictures, lights, and HVAC vents.
6. Honor any additional housekeeping request made by the guest during the allotted time.
7. Assist with picking up trash four (4) times a day.
8. Assist with activity room set-ups, will require movement of furniture.
9. Occasionally lifting mattresses off of floors or from one cabin to another to accommodate guests.
10. Report any pertinent information to management directly related to the wellbeing of the guest.
11. Perform any additional housekeeping tasks as necessary.(laundry)
12. Additionally, perform any duty requested by Management to ensure efficient and effective operation of the Community.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: General knowledge of housekeeping. Ability to use all required equipment. Housekeeping experience preferred. Ability to read, write and follow oral and written instructions.

SUPERVISORY RESPONSIBILITIES: NA

LANGUAGE SKILLS:

Must have excellent communication skills, problem solving skills, and must be able to motivate staff. Ability to operate all required equipment.

LICENSES, CERTIFICATES, REGISTRATIONS: Must have a valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.